

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region 1
(400)
2540 Washington Blvd
Ogden, UT 84401
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Records Officer Gina Proctor

22977	Accounts payable
13377	Brigham City offender criminal histories
04633	Logan offender criminal histories
06313	Northern Utah community correctional center resident case fi
04141	Ogden offender criminal histories

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 22977

1

TITLE: Accounts payable

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Provides documentation of accounts payable that document the expenditure of cash by the agency. Information may include payment invoices, purchasing records and supporting documentation. The official accounts payable records are maintained by the Department of Corrections, Finance Office.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 22977

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 13377

3

TITLE: Brigham City offender criminal histories

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 13377

TITLE: Brigham City offender criminal histories

(continued)

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 4633

3

TITLE: Logan offender criminal histories

DATES: 1968-

ARRANGEMENT: Chronological, thereunder Alphabetical by offender's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 4633

TITLE: Logan offender criminal histories

(continued)

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not the individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(1)(g) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 6313

3

TITLE: Northern Utah community correctional center resident case files

DATES: 1970-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

These records document the history of each resident of a community correctional center. Some of the documents are produced by other agencies prior to the resident's arrival, such as pre-sentence investigations and psychological reports. The records are used to manage and administer the resident's program. Information includes face sheet, judgment and commitment order, pre-sentence investigations, chronological notes, progress reports, employment verification/worksheets, leave-time forms, sponsor application, program agreement/contract, case plan, checking account/financial information, release of information forms, discharge summary, disciplinary/incident reports, classification/risk assessment, and psychological evaluations.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 35.

AUTHORIZED: 04/28/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

Computer data files: Retain in Office for 10 years after

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 6313

TITLE: Northern Utah community correctional center resident case files

(continued)

jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 82-05: 2 years after release.

PRIMARY CLASSIFICATION:

Public	Name of individual, crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, and home phone number, specified medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014 and Utah Code 63G-2-305(13) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 4141

3

TITLE: Ogden offender criminal histories

DATES: 1958-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 1

SERIES: 4141

TITLE: Ogden offender criminal histories

(continued)

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014
Controlled. Utah Code 63G-2-304(1)(b) 2008
Protected. Utah Code 63G-2-305(13) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.